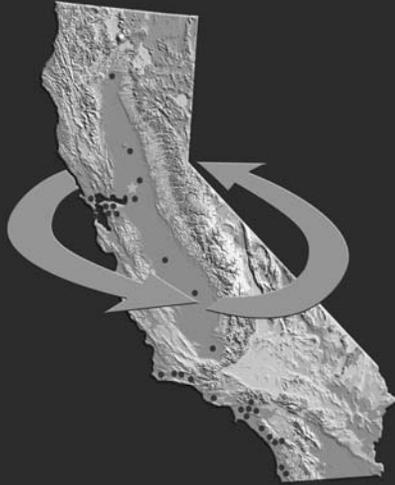


California Take-It-Back Partnership electronic devices retailer's tool kit



Department of Toxic Substances Control / California Integrated Waste Management Board

California Environmental Protection Agency

California Take-It-Back Partnership



DEPARTMENT OF TOXIC
SUBSTANCES CONTROL



INTEGRATED
WASTE
MANAGEMENT
BOARD

Thanks for your interest in the California Take-It-Back Partnership. Through the California Take-It-Back Partnership, sponsored by the California Environmental Protection Agency's Department of Toxic Substances Control (DTSC) and the Integrated Waste Management Board (CIWMB), local governments, businesses, and the state work together to provide consumers with free and convenient ways to return used batteries, fluorescent lamps and or electronic waste for recycling.

The California Take-It-Back Partnership provides your business or organization with branding and marketing opportunities to bring customers to your retail location.



This tool kit is designed to assist you in understanding the basic requirements for setting up a collection program for electronic devices.

The basic steps are:

- 1) Determine which electronic devices to collect
- 2) Notify the DTSC & CIWMB
- 3) Plan the Program
- 4) Set Up Facilities
- 5) Start Collecting Electronic Devices
- 6) Ship Off Site
- 7) Keep Records, Submit Annual Report

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Step 1. Determine which electronic devices to collect

Among the electronic devices that should no longer be disposed of in the trash are televisions, computer monitors, computers, printers, VCRs, cell phones, telephones, radios, handheld video games and PDAs.



Step 2. Notify the DTSC & CIWMB

Contact the DTSC or the CIWMB and register as a partner in the California Take-It-Back Partnership.

As a partner, your company's logo can be placed on a state-sponsored Web site, along with your address and a list of devices you accept.

Fill out the "Notice of Intent to Handle Electronic Waste" form found on the Take-It-Back Web site: www.dtsc.ca.gov or, mail in the form located in the back of the this tool kit.

The form must be sent to DTSC by certified mail, return receipt requested. The form must be received by DTSC 30 days before the start of a collection program.

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Step 3. Plan the Program

Collection programs can be established by a Take-It-Back Partner or by a contractor.

If a contractor is chosen, ask how the service will ensure compliance with notification, management and reporting requirements.



Also review the www.dtsc.ca.gov Web site as a resource to find recyclers, local government programs, and nonprofits that may be able to assist.

Partnerships help to defray costs and resources, thus enabling even more people to be served.

Costs: On-site costs are likely to be minimal (i.e. floor space, collection containers).

There will be additional costs for the pickup or shipment and recycling of the electronic devices.

The price may vary depending on volume, kind of electronic devices, and location relative to recyclers.



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Step 4. Set Up Facilities

The following elements should be considered either by you or with the assistance of your contractor:

Containers: Electronic devices may be stored and shipped in any container that is structurally sound and strong enough to prevent the electronic devices from breaking open.

For example, containers for storing whole electronic devices in a collection area is appropriate, so long as devices are stored in a manner that prevents breakage. Containers for electronic devices can be cardboard boxes with inserts to prevent breakage, or boxes with packing materials. Ask your contractor or consult DTSC or CIWMB for additional information on containers.



Labeling:

Electronic device containers should be labeled with either ***“Universal Waste Electronic Devices”*** or ***“UW Electronic Devices.”***

Train employees:

Be sure your employees are thoroughly familiar with how to handle electronic devices collected and what to do if they leak or break. Staff must may be aware of the nature of the program and how it is implemented at your location.

Training could include informational posters, photocopy hand outs, or short training sessions demonstrating the proper management of the electronic devices and appropriate response if they break.



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Step 5. Start Collecting Electronic Devices

When customers come to drop off their old electronic devices, follow these general rules:

Receiving:

Put electronic devices received into storage or shipping containers. Use packing materials if appropriate to prevent the electronic devices from falling out of the container or breaking.

Do not take apart electronic devices other than to remove discrete assemblies typically removed during normal operation – batteries, or ink cartridges. Any other disassembly, including removing circuit boards, has more complex requirements than covered in this tool kit.



Storage Time Limit:

Electronic devices can be stored for one year from the time you placed the first device into the collection container.

Some contractors will provide boxes for storage of electronic devices. One method to keep track of storage time is to include the date on the container's label when the device was received.

A designated storage area must have clear boundaries and signage. Items located in the area should be appropriately labeled from the date they are received.

Step 6. Ship Off Site

Electronic devices can be shipped to an intermediate handler of universal waste or to a facility that recycles them.

If your business has multiple locations, you may ship electronic devices from these locations to a central location for shipment to a recycler.

Transporting:

Electronic devices can be transported in company vehicles, a personal vehicle or by any common carrier.

Containers may also be sent through a package shipping company. Contact your recycling vendor or shipping company to identify shipping options.



Step 7. Keep Records, Submit Annual Report

If you collect more than 220 pounds in a year, you are required to send a report to DTSC by February 1 of the following year.

The report must include:

1. Your company name
2. Telephone number
3. Mailing address and physical address (if it is different from the mailing address)
4. Name of the contact person
5. Telephone number of the contact person
6. An e-mail address for the contact person or organization, if available
7. The types of electronic devices you handled during the reporting period
8. The total quantity of electronic devices by count or weight, handled during the previous calendar year; and
9. A list of the names, addresses, and phone numbers for each location where you shipped electronic devices during the annual reporting period, along with the total quantity of electronic devices, by count or weight, shipped to each location.



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Annual reports may be submitted electronically or in writing. Send written reports to DTSC by certified mail with return receipt request.

DTSC

Regulatory and Program Development Division

P.O. Box 806, Sacramento, CA 95812-0806,

Attention: Electronic Device/UWED Handling Activities

For additional information on the requirements for operating a take-back program, please contact DTSC Chief Deputy Director Leonard Robinson at (916) 324-2471.

For information on becoming a partner in the California Take-It-Back Program, please call Bill Ryan at (916) 322-5919.

For Information on contractors or recycling facilities that can assist you in setting up Take-It-Back programs, click on www.dtsc.ca.gov

Benefits of the Program

The decision to be part of California's Take-It-Back Partnership is one that sets your organization apart from so many others. This role in a voluntary program is evidence of your customer service focus and commitment to a better California. The Partnership is easy to join. The materials in this tool kit show how easy it is to get started. Kits relating to battery and fluorescent lamp recycling, as well as other supporting documents may be found on the Partnership Web site at www.TakeItBack.org. We can make a difference to customers and citizens alike; we can make a difference to the future of California and generations to come.

Thank you for being part of the California Take-It-Back Partnership.

Note: DTSC does not endorse or promote any specific recycling company.

Disclaimer: Persons who manage fluorescent light tubes are responsible for complying with all applicable requirements. This Guidance summarizes some of the requirements that may apply; it does not replace or supersede any statutory or regulatory requirements. In the event of an inconsistency, the statutes and regulations govern.